

Color Country Interagency Type III Teams

2016 Standard Operating Guidelines



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Wildland Fire Leadership, Values and Principles

Values	Principles
Duty	<ul style="list-style-type: none">• Be proficient in your job, both technically and as a leader.• Make sound and timely decisions.• Ensure that tasks are understood, supervised and accomplished.• Develop your subordinates for the future.
Respect	<ul style="list-style-type: none">• Know your subordinates and look out for their well-being.• Keep your subordinates informed.• Build the team.• Employ your subordinates in accordance with their capabilities.
Integrity	<ul style="list-style-type: none">• Know yourself and seek improvement.• Seek responsibility and accept responsibility for your actions.• Set the example.

I. TEAM MISSION

Provide participating Color Country agencies with a Type 3 Incident Management Team(s) (IMT) for the duration of a Type 3 wildfire incident in order to ensure safe, effective and efficient incidents.

II. TEAM CHARTER

The Color Country Interagency Type 3 Incident Management Teams (CCIMT) are pre-arranged wildfire management organizations jointly sponsored by Dixie National Forest, Color Country District BLM, Arizona Strip BLM, NPS Utah Parks Group, Southern Paiute Agency, Bureau of Indian Affairs, and State of Utah, Division of Forestry, Fire and State Lands, Southwest Area.

The primary purpose of the IMT is to provide participating agencies with a qualified Type 3 IMT in accordance with the Interagency Standards for Fire and Aviation Operations (Current REDBOOK). Particular emphasis is given to providing agency employees with trainee opportunities for all positions within the IMT.

The CCIMTs are comprised of permanently staffed teams (Current REDBOOK) consisting of an ICT3, OSC3, PSC3, SOFR, and LSC3. These teams may add positions (for example DIVS) depending upon the request of the Incident Commander (IC)/Agency Administrator. Color Country Interagency Fire Center (CCIFC) will dispatch all requested staff from the CCIMT roster to insure that resources are organized and dispatched correctly and efficiently. Alternates for these positions will be requested through CCIFC as needed.

III. AVAILABILITY REQUIREMENTS

GENERAL

Members of Interagency Type III Incident Management Teams will be available for alternate two-week intervals during the period of early-May through mid-October. **Team members will make every effort to be available for the period the team is available, or “on-call”.** Availability period runs from Friday at 0001 hrs. to 2400 hrs. on Thursday of the second week.

SPECIFIC

1. If a team member will not be available, they need to inform their Incident Commander on the team, AND CCIFC. The team member will be responsible to find a qualified replacement concurrent with IC approval, **prior to the team going available.**
2. Once a team member is available with the team, they will make every effort to be available and in contact with their mobilizing office. Once the team is available, if their availability changes, they will immediately notify their Incident Commander, and find a replacement before the team is mobilized.

Mobilization Time. Each Team Member, when activated by CCIFC, **must be enroute within 1 hour** of notification and assemble at the incident’s designated location

IV. MOBILIZATION

TRANSPORTATION

Upon receiving an order to mobilize the team, CCIFC will notify the Team IC. The IC will notify Team Members, giving the mobilization points and time frames. Team Members will notify their supervisors of the Mobilization. Each team member will be responsible for their own transportation.

INDIVIDUAL MEMBERS

When the team is mobilized, each individual team member will receive a resource order from CCIFC. This resource order will include ordering agency and sub-unit, destination and departure time.

DEMOBILIZATION

SCHEDULING

All section chiefs will be looking several operational periods ahead in a continuing effort to assess personnel and resource needs. A tentative list of surplus resources assigned will be provided to Plans in a reasonable timeframe, prior to their being surplus. **(See Demobilization Plan in Appendix H)**

TEAM DEMOBILIZATION

The Team will demob as a unit unless special circumstances exist. The IC will approve any separate demob of team members.

PRE-ORDERS

As soon as the team is notified of the mobilization, the IC will contact the host unit and get approval for the Logistics Chief to make pre-orders through their dispatch facility. Once the IC has an agreement with the host unit, they will notify the Logistics Section Chief of the arrangements for pre-ordering. (**Refer to Pre-Order Attachment in appendix D**)

V. OPERATING GUIDELINES

A. COMMAND

CONTACTING AGENCY LINE OFFICER

The IC will contact the Agency Line Officer, or the Fire Management Officer (FMO), as soon as possible after the team is ordered. Discuss arrival times, pre-orders, Line Officer briefing and transition period. Brief team on the information gained as soon as practical.

TRANSITION

When the team has arrived at the hosting agency location, the IC will reaffirm with the Line Officer or FMO the time, place, and attendance for the Line Officer Briefing. Either before or during the briefing, the IC will negotiate a phase in period and a time for the team to officially take over the incident, (preferably at the start of a shift).

LINE OFFICER BRIEFING

Ensure a large enough place to accommodate the entire team for the briefing. Team members will hold questions until after the briefing and then IC can call on each section chief for questions. Keep question and answer period to a reasonable length. When other considerations make entire team attendance not practical, the Command and General Staff will attend the briefing. When this occurs, the rest of the team will be briefed afterwards by the Plans Chief or IC.

PLANNING MEETING

The Planning Meeting will be facilitated by the Planning Section Chief, or their acting. It will be kept as short as possible. Attendance at planning meeting will be Command and General Staff, needed members of each section, Resource Advisor, Agency Administrators, Cooperators, etc. We will control the discussion and keep the meeting to the allotted time.

- A.** Planning Meetings will be held daily to present the next days plan, share information, discuss problems, critique, etc. The following will be the schedule for the team when deployed on an incident – the IC may adjust as appropriate. (**Use Planning Meeting Outline in Appendix A**)

1700 – Pre-Plan Meeting

1800 – Planning Meeting

2000 – Input Due for Incident Action Plan (IAP)

INCIDENT HAND OFF

Once the OSC is projecting meeting incident objectives, the team will determine a demobilization schedule that will get the resource level down to where the handoff back to the local unit can take place. The schedule will also allow for about a period of "phasing in" or "shadowing" with the organization that will be managing the incident. The IC will discuss this schedule with the the Agency Line Officer or FMO and Resource Advisor, to ensure they are comfortable with the schedule and approach. The schedule should be kept flexible so that we manage the schedule and not let the schedule dictate to us. To ensure a smooth transition, the IC will monitor this period of the incident very closely. The Team will stay as long it takes to meet the incident objectives.

TEAM AFTER ACTION REVIEW (AAR)

The IC will schedule and facilitate a team AAR of the teams performance towards the end of the assignment, and before the Agency Line Officer Closeout/ IMT Evaluation. All team members and miscellaneous overhead will be invited. Notes of the AAR will be taken by the planning section and distributed to the Command and General Staff as soon afterward as practical.

AGENCY LINE OFFICER CLOSEOUT/ INCIDENT MANGEMENT TEAM EVALUATION

The IC will make arrangements as part of the transition schedule for a debriefing by the hosting agency. This will fulfill the current REDBOOK requirement for Incident Management Team evaluations (11-18, Apendix I). If possible, the entire team will attend the debriefing. However, that decision is up to the hosting agency. If they wish, only the Command and General Staff will attend the debriefing. If this occurs, the planning section chief will again be responsible for taking notes at the debriefing so that the information can be shared with the entire team, either verbally, or by copy of the narative of the closeout . Each member of the Command and General Staff will be prepared to give a short summary of the activities of their section, concentrating on things that "went well" and "challenges". It is important that these presentations be kept positive and constructive in tone. **(Use Agency Line Officer IMT Evaluation in Appendix G)** Ideally the final fire package will be delivered to the hosting agency at the closeout.

EEO/SEXUAL HARASSMENT

Color Country Incident Management Teams strive to provide a non-intimidating, non-hostile, and non-offensive work environment. In keeping with this policy, the teams will not tolerate sexual harassment from any of its associates. There will be no discrimination on the basis of age, sex, race/color, national origin, religion, or disability. It is expected that all personnel assigned to the incident will act in a responsible fashion and provide a safe environment that is free from descrimination and harassment. It is the responsibility of each supervisor assigned to the incident to insure a clear understanding of this policy with all those they supervise.

The Incident Commander will monitor how the team is doing in preventing sexual harassment and fostering equal employment opportunity. All complaints will be investigated under the direction of the Incident Commander. We will use discretion and allow all relevant facts to be obtained. Where complaints have been voiced, consider ordering a Human Resource Specialist to advise and assist the team .

B. SAFETY

SAFETY IS OF UTMOST IMPORTANCE AND THE NUMBER ONE PRIORITY ON ANY INCIDENT!

All personnel on an incident will be red-carded, wear personal protective equipment, and be trained in the use of fire shelters. This includes anyone who drives, walks, or flies to the fireline.

AUTHORITY

It is understood by all IMT members that the Safety Officer has the authority, from the IC, to shut down any operation either on the line, in the air or in camp that they consider unsafe. The Safety Officer will work closely with all sections and IMT members to correct deficiencies as they are found. With everyone's cooperation, the use of the "shut down" authority will be unnecessary.

STAFFING

After evaluation of the incident, the Safety Officer will determine the number of line safety officers. The IMT Safety Officer will adjust the needs for staffing according to the incident.

MANAGEMENT OF SAFETY FUNCTION

As a member of the Command Staff, the IMT Safety Officer is committed to managing a safety program and that may exclude their involvement on the line.

The Safety Officer's Duties and Responsibilities:

- Identify hazardous and/or potentially unsafe situations associated with the incident.
- Participate in pre-planning and planning meetings.
- Review Incident Action Plans.
- Include a Safety Message in each Incident Action Plan.
- Brief incident personnel on hazards and mitigations during the Operational Briefings.
- Review and approve Medical Plan (ICS Form 206).
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within incident area.

VISITS TO THE FIRELINE

There will be times when non-operational personnel will need to travel to the fireline, either in support of the on-going operations, or for unique assignments. These may include technical specialists such as BAER Specialists or Archeologists, RAWS technicians, Public Utility Workers, Media, Landowners, EOD Specialists, Law Enforcement / Investigation personnel, and Drivers working for Logistics.

Visits to the fireline by non-operational personnel must be approved by the Incident Commander and coordinated through Operations. Visitors will be required to check-in and check-out with the Division Supervisor of the division they are visiting. Whenever possible, Plans will identify these visitors and their assignment within the IAP.

All visitors to the fireline will adhere to current Redbook standards for escorted or unescorted visits. The IMT Safety Officer will facilitate any safety briefings, training in use of PPE, and provide an escort as needed.

MEDICAL UNIT

The Medical Unit Leader (MEDL) will be supervised by the team Safety Officer (SOFR).

Pre-orders will include a MEDL and two EMT's.

Ambulance availability needs to be determined upon arrival to the incident.

The Medical Unit will be located to accommodate incident personnel, yet away from dust and noise as much as possible.

A Medical Plan will be written as soon as possible by the MEDL and reviewed by the SOFR.

Medical Unit personnel will be expected to establish and maintain communications with the MEDL and Color Country Interagency Fire Center (CCIFC). Line qualified EMT's will also be required to maintain communications with the Division Supervisors where they are assigned.

All medical emergency radio traffic including medivacs will go through the MEDL, or SOFR if MEDL is not available.

See Incident Medical Emergency Plan in Appendix I for the IMT's procedures during a Medevac or Medical Transport.

C. FIRE INFORMATION

The Color Country Fire Interagency Public Information Plan will be implemented on all Type III incidents. It is the responsibility of the hosting agency to provide the team with a PIO. Notify the local agency information officer, and have them coordinate media activity with the Incident Commander.

The Information Officer's Duties and Responsibilities:

- Develop Information Strategy
- Coordinate transportation and activities of media
- Public/Media communication plan
- Public information Release
- Contact Permittees
- Community Relations

** This is an optional position that is filled only when Incident Commander (IC) determines the need.*

D. FINANCE SECTION

If necessary the team order may also include an Equipment Time Recorder and a Personnel Time Recorder. All incident personnel will report time on a Crew Time Report (CTR) or Emergency Shift Ticket signed and authorized by their immediate supervisor. Each employee and supervisor is encouraged to review hours posted to the FTR at a time that is convenient for them and finance personnel in advance of demobilization.

Teams will follow the current year Color Country Incident Business Management Plan., and Color Country AOP.

All Forest Service Type III Incidents will have an Incident Business Management Advisor Assigned (FS Only). The hosting unit Agency Administrator will be responsible for ordering this Position when they order the Type III Team (Current REDBOOK).

Any and all claims will be documented by the team and handled by the host agency.

The Finance Section Chief's Duties and Responsibilities:

- Develop an operating plan for the Finance Section; Fill supply and support needs.
- Provide input on financial and cost analysis matters.
- Maintain daily contact with agency(s) administrative offices on financial matters.
- Ensure that personnel time records are transmitted to home agencies according to policy.
- Provide the IC with a cost analysis by the end of the second operational period, and then daily afterwards.
- Ensure that obligation documents initiated at the incident are properly prepared and completed.
- All contractors will have a performance evaluation prior to demob.

E. LOGISTICS SECTION

The Logistics Section Chief's Duties and Responsibilities:

- Responsible for providing facilities, services, and materials (including personnel) to operate the requested logistical support equipment for the incident.
- Support the incident tactics as outlined by the Operations Section.
- Ensure food and drinking water are priorities.
- Determine the need for vehicle fuel. Order fuel truck as appropriate.
- Staffing of the Logistics Section will be commensurate with the incident needs. A Base Camp Manager is often critical to a successful operation.
- Following the initial call from the Dispatch Center, the Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with dispatch prior to leaving for the incident. **(See Appendix M – Supply Order Form).**
- Requests for resources/supplies should be given to the LSC on a General Message form.
- All orders for personnel and equipment will be reviewed and approved by the Incident Commander prior to placement of the order.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort will be made to isolate the incident from other local radio systems as rapidly as possible. LSC and OPS will assess the need for a NIFC Radio Cache Kit.
- For incident communications purposes, the incident communication center at ICP will be referred to as "*Incident Name ICP*".
- The incident base camp and the ICP should be co-located to facilitate communication between team members.
- The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core.
- The LSC will ensure an ICS 205 Radio Communications Plan is completed for the incident. The OSC or local communications technician will assist in this process.
- Locate Medical and Communications Units (if implemented) near each other to facilitate medical evacuation operations.

- The Incident Command Post (ICP) functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas. The briefing area should be identified early; one that is not within the ICP functional area can be protected from traffic, have lighting supplied, and not near any major noise source.
- Tracking of accountable property throughout the duration of the incident. Information to be handed off to incoming IC.

F. OPERATIONS

INITIAL INCIDENT ORDER CHECK

As soon as possible, after the Agency Line Officer briefing, the OSC and PSC will check with the local dispatch for resources ordered, to find out what has been ordered and ETA's on the orders. Information at this point is usually not complete. It is vital that key orders for crews, overhead, and equipment, especially aircraft, are completed and put into the system immediately. The team will order additional resources, through the local dispatch. Operations and Plans will keep a copy of what is ordered through dispatch, for their information and use.

ORDERING RETARDANT

Division Supervisors have the authority to order retardant/water. The OSC will normally set the priorities at the start of the shift for retardant use, but does not have to approve each retardant order. Orders for retardant support will go direct from the DIVS to the ATGS (if one is assigned) or to the OSC, who will fill the order. In cases where there are competing orders for retardant or doubt as to it being helpful, the OSC will make the final decision.

PRIORITIES - ORDERING RETARDANT

Depending upon the complexity of the incident, or competing demand from other incidents, we may be faced with the issue of mission priorities. To more readily identify incident mission priorities on our incident the teams will use the following priority rating system when requesting fixed wing retardant.

PRIORITY 1 - Initial Attack.

- Imminent threat to life or property.

PRIORITY 2 - Threat to Property. (Property is threatened within the next operational period and tactical support is needed to buy time for ground forces)

- Threat to High Value Resources including Sage Grouse Habitat. (Line Officer Protection Priorities.)

PRIORITY 3 - General Tactical Use. (Holding existing containment lines Pretreating ahead of crews, etc.)

Property, whether public or private ownership, is defined as permanent residences, businesses, administrative sites, developed recreation sites, seasonal residences exceeding the value of one load of retardant, concentrations of logging equipment at landings, historic buildings, important timber bridges, or other properties identified by the Line Officer or IC for protection. While these priorities are intended primarily for prioritizing missions for fixed wing retardant, they may also be applied to orders for tactical helicopter support.

MANAGING INITIAL ATTACK RESPONSIBILITIES

In addition to managing the current large fire incident, the Color Country Type III Team may be tasked with providing initial attack (IA) for a designated area on behalf of the local land management agency. When this occurs, the OSC will develop an Incident Initial Attack Response Procedure. This shall address the following points:

- 1.) Area of Response (with clear definition of boundaries).
- 2.) IA Requests by Home Unit Dispatch - Procedures.
- 3.) Team Response to IA Request - Procedures.
- 4.) Communications - Frequency Assignments
IA Group Supervisor & Operations
Home Unit Update
- 5.) Coordination with Agency Representative
- 6.) IA Resources Identification - Crews
Overhead
Communications - Radios
Aircraft
Other Equipment
- 7.) Aircraft Use
- 8.) Escaped Fire - Extended Attack

Development of the Initial Attack Plan will begin after the Line Officer's Briefing and will be completed within 24 hours. Copies will be distributed to agency dispatch, the agency representative, communications, plans, logistics, air operations, finance, and the IC.

STRUCTURAL PROTECTION GROUP

When the Team is assigned to incidents involving the urban/wildland interface or posing a threat to rural homeowners, the OSC may initiate a structural protection group. The IC can appoint a Structural Group Supervisor or designated individual. This position may liason with the local structural protection jurisdiction.

The Struture Group Supervisor's initial responsibilities will include:

- Assessment of Structural Protection Needs.
- Initial Resource Order. (O.H., Crews, Equipment)
- Development of Evacuation Plans.
- Identification of Key Cooperators. (Internal & External)
- Home Owner Contacts.
- Standard Position Duties. See the.PMS 210-1 Field Operations Guide
- Implementation of a Structure Protection Group will trigger coordinating with the local cooperator to ensure representation of affected jurisdictions.

OPERATIONAL PERIODS AND SHIFT BRIEFINGS

Briefings are conducted by the PSC with input from the Command and General Staff and other team members, (**See Operational Shift Briefing Outline in Appendix B**). Shift briefings are held to 30 minutes and all overhead, Single Resource Boss's, and above will attend.

EQUIPMENT ORDERING PROCEDURES

Each DIVS will, before 1600, using the Color Country Incident Ordering Form ADD APPENDIX ,turn in a list of supplies and equipment needed on their division for their next shift to the OSC or LSC as identified in the briefing. This gives the LSC several hours to get gas, pumps, bladder bags, etc. lined out for that shift.

DIVS may be authorized to go direct to Logistics for all supply needs for their divisions. All division supply requests will go through the DIVS. Orders for additional personnel or resources such as dozers, engines, etc. will be directed to the OSC by the DIVS.

EQUIPMENT TIMEKEEPING

This area needs continuous emphasis. Division Supervisors must check and ensure that all equipment on their division is either being used or is OFF SHIFT. Division Supervisors will ensure that time slips are accurately signed for equipment and personnel. They may delegate this responsibility to STLD/TFLD and Heavy Equipment Bosses. Equipment Time needs to be turned in at the end of each shift.

EQUIPMENT INSPECTION

Contract resources need to be inspected prior to being used on an incident and prior to being released from the incident. This should be verified at check-in and demob. All contractors will have a performance evaluation prior to demob.

AIR TACTICAL GROUP SUPERVISOR POSITION

The ATGS position is responsible for air attack missions and airspace coordination. The ATGS works directly with the OSC. They usually have approval from the OSC to order fixed wing or helicopter retardant drops directly, based on requests from DIVS. **Consider having an ATGS specifically assigned to the incident.**

PLANNING MEETING INPUT

Division Supervisors will contact the OSC at pre-determined times with input for the planning meeting.

DIVISION SUPERVISOR HINTS

1. Post Shift Debriefing (**USE THE AAR FORMAT**). Please document these AAR's and forward any information gathered to the OSC.

Discuss and gain feedback from your division personnel on the following:

- Specific division assignments
 - Radio dissemination and frequencies
 - Transportation assignments and availability
 - Equipment/tool requirements
 - Safety concerns
2. As a DIVS it is a good idea if you are the first out to the line at the start of the shift to help expedite crew shuttle and equipment needs. After shift you will be last off the line ensuring your division has transportation and arrives at camp.

3. Personnel on the fireline may be compensated for their meal period if all of the following conditions are met: the fire is not controlled (review NWCG definition of "controlled"). The OSC makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat. The compensable meal break is approved by the supervisor at the next level and documented on the CTR.
(Current Fire Business Handbook, Chapter 10, pg. 18-19)
4. Approval is required on all time slips for overhead or crews under your direct supervision. Discuss needed signature on crew time slips with all subordinate supervisors. Make yourself available after shift for time slip approval, or have "mailbox" at the time unit where S/T leaders can leave slips for you to approve.
5. To aid in discussing and documenting an accurate performance evaluation for overhead on your division, it helps to maintain daily logs/notes of performance for individuals under your direct supervision.
6. Assist PSC with assigning specific "drop points", directional signing, etc., as necessary to keep your transportation organized. Coordinate any changes/additions promptly with the PSC.
7. Talk directly to the OSC and/or appropriate Unit Leaders on a daily basis and discuss what went well and what didn't go so well. Discuss possible solutions.

G . PLANNING

PLANS SECTION OBJECTIVE

Provide service in the collection, evaluation, documentation, dissemination and use of information about the incident, and the status of resources. This information is essential to: (1) understand the current situation, (2) predict probable course of incident events, (3) prepare alternative strategies and tactical operations, (4) provide appropriate fiscal and logistical support, and (5) accurately inform the public and document the incident.

GENERAL SCHEDULE

Having a set schedule and holding to it has worked well for CCIMTs. The general schedule is:

0600-2000 Operational Period

Wakeup at 0500
Feed at 0530
Briefing 0600
Depart for line 0630
Pre-Planning meeting 1700
Planning meeting 1800
IAP Input Due 2000
Dinner 1800-2100

1800-0800 Operational Period

Wakeup at 1730
Feed at 1800
Briefing 1830
Depart for line 1900
Breakfast 0500-0800

Adjustments to this schedule will need to be made for seasonal differences and when only a single shift or a swing shift is deployed. The PSC will facilitate the planning meetings. Planning meetings will be used to determine the tactical assignments of resources for the next operational period. In the course of either meeting it is preferable for Section Chiefs to present discussion

from their sections rather than call each individual to speak. Concise, focused, pertinent discussion is required.

CHECK-IN PROCEDURE

Check-in and timekeeping will be co-located whenever possible in the early buildup of resources. The PSC will coordinate Check-In. If necessary the PSC can order a Situation Unit Leader (SITL), Resource Unit Leader (RESL), Status-Check In Recorder (SCKN), or Staging Area Managers.

INCIDENT ACTION PLAN PREPARATION AND DISTRIBUTION

The PSC will have a complete list of all the resources available for the next operational period being planned, as well as a copy of the previous days plan. When completed, the PSC will review and approve the Division Assignment Sheets (ICS 204). It is essential that the IAP be neat, complete and accurate.

During the planning session, Operations will identify tools, equipment and supplies, etc. needed. If the list is short, it will be placed on the Divisions assignment sheet; if it is long it will be attached to the LSC's copy of the plan.

As soon as Division Assignment sheets are completed, a copy will be placed on bulletin boards so interested personnel can see in advance what their assignments may be. It is the responsibility of the PSC to assure the plan is completed timely and distributed. Several unit leaders need information in the plan as soon as it is available. For instance, the LLSC needs to know which crews need to be awakened at which times; the Food Unit Leader what time to feed who, and any special food needs; the Supply Unit Leader needs time to gather special supplies and make sure assigned crews can be properly tooled; and the Ground Support Unit Leader needs to know which crews are going where, in order to arrange ground transportation. For most of these units, getting a copy of the plan at briefing is too late as costly delays can result.

GATHERING RESOURCE DATA

It is the PSCs responsibility to gather information on existing and incoming resources on the incident. Immediately upon arriving at the incident, the PSC will begin gathering information on resources. The PSC may request a SITL and Field Observers assist in this process. For initial attack resources, it is a good idea to contact the IA IC, in conjunction with the dispatch, find out what has been ordered and the status of incoming resources. Get the Check-in Station set up and have it staffed at all times, order SCKN(s) if necessary. Some resources, especially at the helibase, are difficult to track down. Make arrangements to have this information tracked down for you.

Some resources are difficult to keep track of and need constant, special attention. These include but are not limited to dozers, water tenders, and fallers. These resources have their own transportation and tend to be independent. It is critical to have someone in Logistics, such as an Equipment Manager, keeping close tabs on the location and status of heavy equipment. Arrange for daily meetings with this person and include them as necessary in the planning sessions. A similar set-up may be necessary for fallers.

DOCUMENTATION

The PSC will be responsible to assemble the IAP and to develop a systematic file of all Incident related records and documents. Order a Documentation Unit Leader if necessary. Each Section Chief will be responsible for submitting all pertinent materials that document the progress of the incident for their section.

All personnel will receive a performance rating.

All out of area resources and trainees will receive a performance rating. Performance ratings will be collected by the PSC and filed with the Incident Documentation.

DEMOB

The PSC needs to be set up and operational early. It is very easy to slip behind the power curve in this area. Develop the demobilization plan in coordination with the local dispatch office. **(See Demobilization Plan in Appendix H)**

Once the demob plan is approved by the hosting Line Officer, IC, etc. it is posted on bulletin boards. Everyone must remember that conditions of the incident determine the final demobilization date and time of all resources. The Demobilization Checklist (ICS 221) form is then used to assure that all incident considerations for each individual or crew are brought to a proper closure prior to departure.

Pre-Planning Meeting (1700) – The pre-plan meeting will take place before the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the OSC, SOF, and the PSC will attend the meeting. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day's IAP. The OSC will identify tools, equipment, and supplies needed. The information will later be shown on the ICS-204, Division Assignment Sheet. The OSC will review the division assignments and apply the principles of LCES. This meeting may be combined with the planning meeting, although normally should not be.

Planning Meeting (1800) – A Planning Meeting will be held for each operational period. The PSC will normally facilitate the Planning Meeting. The IC, all Command & General Staff, and agency representatives (including local cooperators/stakeholders) must be present (if they are available) at the Planning Meeting. Resources Advisor(s), Fire Behavior Analysts, local fire department representatives may also be available to attend. The objective is to present strategy and tactics, for approval, while keeping the meeting moving, and reach closure on discussion items. The following agenda will be followed:

<u>Action</u>	<u>Responsibility</u>
Introduction	PSC
Briefing on Fire Status	OSC
Set or Review Incident Objectives	IC (ICS-202)
Weather/Fire Behavior Forecast	PSC
Specify Tactics and Resource Needs	OSC (Review of ICS-215)
Safety Considerations – LCES	SOF/OSC (Review of ICS-215a)
Adjust Tactics/Resource Needs	OSC
Resource Availability and Needs	PSC
Logistical Coordination/Considerations	LSC
Concerns/Agree to/Support the Plan	All
Closing	IC

OPERATIONAL SHIFT BRIEFING

APPENDIX B

Operational Period Briefing– A shift briefing will be held for each operational period. The PSC will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Review, but do not read what is already written in the IAP. Emphasize important items and needed adjustments. The following will be the agenda for the meeting:

<u>Action</u>	<u>Responsibility</u>
Introduction	PSC
Incident Organization	PSC
Incident Objectives	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	PSC
Plan of Operations for the Period	OSC
Air Operations	OSC
Safety Message	SOF
Logistics Message	LSC
Finance Message	FSC/IC
Agency/Resource	Agency Administrator/Resource Advisor
Closing Comments	IC
Division Mtgs. (Breakouts) at Predetermined Locations	DIVS

Logistics Questions

- 1) ICP/Base Camp location (expansion room, what's there now)
- 2) Utilities
 - phone
 - power
- 3) Land ownership
 - Land use agreements for dip sites, staging, camp, helibase, etc.
- 4) Access, Transportation routes
 - Ground Support of line, or helicopter for crews and cargo
- 5) Communication
 - Local frequencies in use, ordered (air/grd)
 - Fireline orders
 - Dispatch/ordering
 - Turnaround times from Prescott Fire Cache and local caches
- 6) Pre-Orders
 - National Contract orders:
 - Catering
 - Shower
 - Sanitation
 - Dumpster
 - Porta-toilets
 - Potable water
 - Gray water disposal
 - Other Vendors
 - Copier/Fax
- 7) Equipment Agreements - what's out there
- 8) Cooperator's / Agency Liasons
- 9) County Sheriff
 - Security
 - Security needs
- 10) Emergency Medical Facilities - Local EMT/Ambulance
 - Medical Unit needs
- 11) Expected size of incident/number of personnel/duration (# of shifts)
- 12) Expected weather

Other Logistic Section needs:

- 1) Coordinate w/ Finance & Agencys' Administration Officer on agreements, inspections, contracts.
- 2) Coordinate with Expanded Dispatch & Buying Team on orders process.

Other Sections Questions**Plans**

Resources on fire, resources ordered, fuels, fire behavior, situation, map current, details, resource values, land ownership, constraints, Land Use Plan, Resource Advisor assigned.

Safety

Hazard Inventory, Medical Evacuation Plan, Resource Condition (crews, days out), fuels, law enforcement, local concerns. Injuries/illness to date.

OPS

Fire Behavior, Resources on hand/ordered, current IC, maintaining contact with all personnel assigned, Air OPS, Retardant use/effect, water sources, natural barriers, resource values, local situation - constraints, FMP and Resource Management Plan objectives, Resource Advisor assigned, weather, safety, contingency plans, evacuation plans, if needed. Initial attack area and resources if appropriate.

Finance

Contracts, Cost limits (WFDSS), costs to date, equipment on scene and status of inspection, agreements in place, land ownership, mutual aid agreements, special orders, Buying Team, comptroller coordination/contacts.

Information

Resource values at risk/threatened, AirOps, tactics to date, status of incident, local media contacts, local FIO/PA person, social or political interests to date, anticipated.

SUGGESTED CCIMT PRE-ORDER CHECKLIST ***APPENDIX D**

*Verify with IAIC, CCIFC, and Duty Officer on what resources have already been ordered.

Aircraft		
	1 ea	VHF radio frequency
	1 ea	FM Aircraft frequency
	1 ea	ATGS w/Plane and radio
Crews		
	2 ea	Type I crews
	3 ea	Type II /IA crew
	1 ea	10 person camp crew w/transport
Equipment		
	5 ea	Type 6 or Type 4 engines 4x4
	1 ea	Fuel truck min 500 gallons gas/500 gallons diesel w/two hoses
	1 ea	Potable Water Truck 1500-3000
	6 ea	Hand washing stations self contained
	1 ea	One ton stake bed pickup w/operator – prefer agency owned
	2 ea	4x4 pickup or Utility with operators
	1 ea	Reefer w/steps
	1 ea	UT-SWS Urban interface trailer if available
	1 ea	Driptorch trailer
	2 ea	Water Tenders with water
		Portable Cell Tower (Not on AZ Strip) SAT Phone/Internet
Supplies		
	1 Kt	Color Country Portable Radio Repeater
	1 ea	Color Country Mobile Cache Support Van
	100 cs	Bottled Water
	15 ea	Porta-Potties w/daily service
	1 ea	ADA Porta-Potties w/daily service
	1 ea	Garbage Service with 30 cy total capacity ? Recycle Trailer
Overhead		
	2 ea	EMT – Line Qualified
	1 ea	MEDL
	1 ea	RADO
	2 ea	SCKN
	2 ea	SOFR
	1 ea	EQTR
	1 ea	PTRC
	1 ea	EQPM
	1 ea	DIVS
	1 ea	BCMG
	2 ea	SEC2
	1 ea	RCDM
		Air Support DUDE

PERSONNEL SUMMARY FORM

APPENDIX E

(To be filled out by each resource at Check-in)

1. Resource/Overhead Name? _____
(crew name, individual name, E#, Etc...)
2. Date/hour of arrival? _____
3. Type of Resource: (circle one) Type 1 Type 2 Type 3 Type 4 Type 5 Type 6
4. Number of dispatches this season? _____
5. How many days since your last day off? _____
6. How many days in pay status in last 24? _____
7. Are you adequately rested? _____
8. Did you mobilize from another Incident? Name of previous Incident _____
8. Do you need rest prior to going on shift? Yes No
9. Do you or anyone on your crew have medical problems such as allergies, previous injuries, colds or etc., that we should be concerned about? Yes No

Please Explain the Medical Problem:

10. Have you previously worked with all crew members? Yes No
11. Have you had previous fire experience in this type of country? Yes No
12. Are you comfortable with hot line work in these fuels and terrain? Yes No
13. Home Unit Timekeeper Name _____ Phone # _____
Fax # _____

PRINT NAME _____

TITLE _____

SIGNATURE

DATE

TEAM PERFORMANCE CRITIQUE

APPENDIX F

TO: UNIT LEADERS AND OTHER FIRE OVERHEAD.

, Please take a few minutes to complete this critique and then drop it off with the Plans section.

Incident Commander

INCIDENT NAME _____ DATE _____

1. How would you rate the treatment you and/or your crew received on this incident?

Excellent Good Fair Poor

Comments? _____

2. How well did the following items meet your needs?

Food-----	Excellent	Good	Fair	Poor
Sleeping Area-----	Excellent	Good	Fair	Poor
Medical-----	Excellent	Good	Fair	Poor
Showers-----	Excellent	Good	Fair	Poor
Sanitation-----	Excellent	Good	Fair	Poor
Time Recording-----	Excellent	Good	Fair	Poor
Commissary-----	Excellent	Good	Fair	Poor
Transportation-----	Excellent	Good	Fair	Poor
Supply-----	Excellent	Good	Fair	Poor

Comments? _____

3. How would you rate the tactics used on the fireline?

Excellent Good Fair Poor

Comments? _____

4. What was your impression of the knowledge level and the effort of your line overhead?

Excellent Good Fair Poor

Comments? (Please give names of individuals that were either outstanding or unsatisfactory)_____

5. How would you rate the team's attitude and efforts toward your safety?

Excellent Good Fair Poor

Comments?_____

6. Do you have any concerns about how this incident was managed?

Yes No (If yes, please explain)

7. On a scale of 1 to 10, with 10 being the best, how would you rate the overall job this team did on the incident? 1 2 3 4 5 6 7 8 9 10

Comments?_____

8. If you were to pick just one item that you think this team would benefit from concentrating on improving, what would it be?

AGENCY LINE OFFICER IMT EVALUATION

APPENDIX G

☐ Initial Rating

☐ Final Rating

Incident Management Team Evaluation

Team IC: _____ Type: _____

Incident: _____ Fire Number: _____

1. Did the Team accomplish the objectives described in the Wildland Fire Situation Analysis (WFDSS), the Delegation of Authority, and the Agency Administrator Briefing (if available)?
Yes No
2. Was the Team cost effective in their management of the incident? Yes No
3. Was the Team sensitive to resource limits and environmental concerns? Yes No
4. Was the Team sensitive to political and social concerns? Yes No
5. Was the Team professional in the manner in which they assumed management of the incident, managed the total incident, and returned it to the hosting agency? Yes No
6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?
Yes No
7. Did the Team place the proper emphasis on safety? Yes No
8. Did the Team activate and manage the demobilization in a timely, cost-effective manner?
Yes No
9. Did the Team attempt to use local resources and trainees, and closest available forces to the extent practical?
Yes No
10. Was the IC an effective manager of the Team and its activities? Yes No
11. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?
Yes No
12. Was the IC aggressive in assuming responsibility for the incident and initiating action?
Yes No
13. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?
Yes No
14. Other comments:

Agency Administrator or Agency Representative Date

Incident Commander Date

I. GENERAL INFORMATION:

The Demobilization Plan is developed to facilitate the orderly and cost effective checkout and release of resources on the incident. Release of resources will be submitted to CCIFC with at least **24 hour notice for ground 48 hours notice for air travel** Emergency demobs will be facilitated as needed. By definition, surplus personnel are available for release if they have rested for a minimum of **8 hours**, are, re-supplied and a vehicle is ready to depart to their next destination.

II. RESPONSIBILITIES:

Planning Section will provide **each Command & General Staff** with a copy of their list of current resources, with space to plan their estimated 1-3 day release schedule. Please check this list to make sure the information is correct.

Incident Commander will approve release of all critical resources.

Planning Section will provide demob forms and travel information to appropriate **Command & General Staff**.

Resources (crews, engines, helicopters and overhead) are responsible for following checkout process.

Expanded Dispatch will communicate release information back through ordering system.

III. RELEASE PRIORITIES:

1. **HELICOPTERS, CREWS & ENGINES** shall be released based on needs of the Operations Section; local, regional and national needs; and geographic destination.
2. **EQUIPMENT:** Release non-government, privately owned equipment as it becomes surplus.
3. **OVERHEAD:** Consolidate release dates/times within each section as much as possible to facilitate transportation.

IV. RELEASE PROCEDURES:

1. **Section Chiefs** will declare surplus resources to their sections and provide information via **General Message Form** to the **Planning Section Chief** 12-hours in advance. Include date and time the release is effective, position on the incident, and transportation needs. **Section Chiefs** shall ensure that appropriate **Unit Logs** are completed and returned to **Documentation Files**. Performance evaluations will be completed when 1) individual's performance is superior, 2) individual's performance is poor, 3) individual is on a training assignment, or 4) individual specifically requests an evaluation. Copy of evaluations must be returned to **Documentation Files**.
2. **Planning Section Chief** will forward information regarding critical resources demobs to **Incident Commander** for approval.
3. **General Message Forms** will be given to **Expanded Dispatch** for processing and notification to appropriate Dispatch Centers through CCIFC.
4. **Planning Section Chief** will provide checkout forms to **Section Chiefs** for distribution to individuals and crews.
5. **Resources** (crews, overhead, etc.) will follow appropriate checkout procedures and return completed forms to **Plans**.
6. To allow for safe traveling, all **Drivers** must be capable of arriving at their destination prior to 2200 hours and limit driving to 10 hours (DOT) with a break every 2 hours.

Prepared by: _____
Planning Section Chief

DATE: _____

Approved by: _____
Incident Commander

DATE: _____

Approved by: _____
Logistics Section Chief & Expanded Dispatch

DATE: _____

Approved by: _____
Administration/Finance Section Chief

DATE: _____

Approved by: _____
Operations Section Chief

DATE: _____

"The Incident within an Incident"**INTRODUCTION**

An emergency situation may occur at any time, and is likely to be in an isolated location with limited resources. Due to the remote location and excessive response times for local emergency response personnel, the IMT will manage the emergency by assigning responsibilities to IMT members. The IMT will coordinate with Color Country Interagency Fire Center, local emergency services personnel, hospitals, and clinics, sheriff or police, and the host unit during the incident.

The intent of this plan is to establish control of an emergency situation as quickly as possible by identifying responsibilities and procedures.

RESPONSIBILITIES FOR MANAGING EMERGENCIES

The IC or their designee is responsible for the implementation of the IEP in the event of an emergency, and for the performance of the IMT members.

GENERAL

When an incident is declared to be a life threatening, an imminent emergency, or the status of the incident cannot be determined, the following procedures and assignments shall be implemented. **This determination shall be declared by the on- scene Incident Commander of the "incident within an incident."**

- A **Medevac** is defined as an injury/illness that without immediate transport to a medical facility could result in serious complications and/or death.
- A **Medical Transport** is defined as an injury/illness that requires assistance and/or transport from the line but is deemed at the time of assessment not to be an injury/illness that requires immediate transport to a medical facility and/or is an immediate threat to life or limb.
- The determination if the injury/illness should be considered a Medevac or Medical Transport will be made by the on-scene Incident Commander, and/or MEDL.
- The treatment of burns and burn related injuries will follow the current Red Book, Chapter 7.
- In case of Infectious Disease or Influenza outbreak, refer to the NWCG Incident Emergency Medical Task Group website for guidelines:
<http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

At no time will names of victims be used during any radio transmissions.

PROCEDURES

Fireline or aviation incident:

The Operations Section Chief (OSC), Division Group Supervisor (DIVS), or closest fireline supervisor (e.g., Task Force or Strike Team Leader) assigned for that operational period shall be assigned to the emergency situation as the “on scene Incident Commander” to implement the IEP. This responsibility can be initially transferred to another unit leader or EMT if personnel are closer to incident and can assume command of the situation. Any transfer of “on-scene Incident Commander” responsibilities will be relayed to the ICP, and verified by the IC, or Designee.

ICP/base camp incident:

The MEDL will assume “on-scene Incident Commander” until relieved by the SOFR, if needed.

If available, SEC2 will assist in scene security and management.

Communications: Radio communications shall be on the established incident command frequency. The SOFR or IC will declare an emergency and limit all radio traffic on the command frequency to emergency traffic only.

CCIFC will also be responsible for contacting any additional resources needed (i.e. air ambulance, ground ambulance, local emergency rooms, etc.) at the request of the MEDL.

CCIFC will coordinate all incoming and outgoing phone traffic for the incident. No information will be released to the media until approved by the IC or their designee.

PSC or designee is responsible to document all communications, decisions, and rationale regarding the incident/accident.

No unnecessary radio traffic should be conducted on any channel cleared for a Medical Emergency, nor should any personnel not involved in the Medical Emergency interject any radio traffic unless solicited by one of the Incident Command Staff.

Medical Unit Leader (MEDL) Responsibilities: Upon Notification of the Medical Emergency, the MEDL may send additional personnel or equipment to the scene to facilitate patient treatment and/or transport. At the scene of the Medical Emergency, the MEDL or the **highest recognized medical authority on scene of the incident** will assume Patient care. On scene medical care provider should not be assigned as the on-scene incident commander, when possible.

For multiple injury incidents, the MEDL will serve as the Triage Leader with input from on scene Emergency Medical Responders, or the “on scene Incident Commander” to ensure that the injured are handled in priority order (critical / life threatening; critical / non-life threatening; and non-critical / non-life threatening).

Agency Administrator Notification: The IC/ or Designee will contact the Agency Administrator to brief them on the incident/accident. The Agency Administrator in turn will notify appropriate agency personnel.

If the accident involves a fatality, the Agency Administrator will notify the County Sheriff, Coroner, the victims home agency, and follow other identified agency procedures. Refer to the Agency Administrators Guide to Critical Incident Management (PMS-926), <http://www.nwccg.gov/pms/pubs/pubs.htm>, pages 11-18 for specific actions by the home unit.

Names of injured or deceased individuals, crew names or designators, or other identifying information are not to be transmitted on the radio. The Agency Administrator having jurisdiction of the incident is the only authorized source for release of such identifying information.

Air Operations: Air Operations will prioritize all on-going aircraft missions, in consultation with the ATGS, to ensure that the ATGS can focus attention to the IEP without distraction from other missions. If necessary, air operations may be suspended or curtailed significantly until the emergency situation is abated.

- The ATGS will serve as a communications link for poor communications areas, and coordinate all air support (including Medevac and Emergency Helicopter Extraction mission's) into the accident scene area.

Deceased Individuals: Deceased individuals are not to be moved, except to accomplish rescue work or to protect the health and safety of others. Personal effects of the deceased are not to be moved or removed.

Documentation: Each person involved with the management of the emergency will complete a thorough documentation of their respective actions. This is extremely important and is not to be overlooked. The ICS-214 form should be utilized for initial notations, but subsequent narratives may be required. A member of the Planning Section will be identified to collect all documentation; this will include narratives, and photos.

The "on-scene Incident Commander" is encouraged to appoint a scribe to document all decisions during emergency, and to collect names, documentation, and photo's associated with the incident.

Critical Incident Stress Debriefing Teams: The PSC will consult with the IC, OSC, and other IMT members to determine the need for a CISDT. A CISD specialist (or team) may be ordered in the case of a serious incident.

After Action Review (AAR): An AAR will be held for each incident that implements these procedures. This review will be facilitated by the IC, designee, or SOFR, and will be conducted as soon as practical after the incident. When the IC, SOFR and other C&G members are personally involved in the incident, or where scale of incident justifies, a "neutral" facilitator, possibly a CIST specialist, will be used. Participants in the AAR will be determined by the IC or SOFR.

Medical Emergencies: In the event of a suspected outbreak of an infectious disease or illness, or cases of mass trauma such as burn injuries, hazmat exposure, vehicle rollover or aircraft incident with multiple injured, the MEDL will be designated as the "Lead Medical Provider" of the response and on-scene Incident Commander will be identified to manage the incident and will identify support from the C&G staff as required to facilitate the appropriate response.

In the case of suspected disease or illness, the MEDL will provide for a location separate from the Medical Unit for isolation of the sick until they can be transported to a medical facility. The MEDL will also serve as the point of contact with local public health officials to determine what further actions are needed (quarantine, additional sanitation, inoculations, etc.). **** RUMOR CONTROL by all C&G Staff and all other IMT members is key to controlling these situations and preventing them from escalating to a level beyond the appropriate response.**

C&G Staff Recall After Normal Shift Hours

For Incidents that occur outside the normal operational shift, the MEDL will notify the IMT SOFR who will determine which of the Command and General staff need to be notified. The SOFR will also determine if the FSC needs to be notified for the purpose of processing patient paperwork. If full C&G notification is not done at the time of the incident, it is the responsibility of the SOFR to notify the rest of the C&G prior to the morning operational briefing.

Each member of the C&G will let the IMT SOFR know the best method for contacting them after hours, cell phone, radio, tent location etc. and update it as needed. The MEDL will keep the list in the medical unit, and available throughout incident.

PATIENT ADVOCACY

At the time of agency in-briefing the PSC or SOFR will determine if the local unit has a patient advocate and document the contact information for the individual.

In the event of injury or illness, requiring an individual to be transported to a medical facility, an interim patient advocate will be provided to assist the patient until relieved by the home or hosting unit. It is the discretion of the MEDL to determine if the patient needs to be taken to the medical facility by a member of the medical unit in addition to the patient advocate. The MEDL will generally not accompany a patient to the medical facility except in rare situations when injury is severe and no other qualified medical personnel are available.

The patient advocate will accompany the patient during transport, if possible, and remain at or near the facility hosting the patient until relieved. The patient advocate will be the primary point of contact on the patient's behalf.

The patient advocate will be assigned by a primary command and general staff IMT member and will be an IMT member or a member of the patient's crew whenever possible.

Medical Plan ICS 206 WF

1. Incident/Project Name			2. Operational Period					
			Date/Time					
3. Ambulance Services								
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS)					
			Yes	No				
4. Air Ambulance Services								
Name	Phone	Type of Aircraft & Capability						
Life Flight (St. George, UT Dixie Regional)	(800) 321-1911	Rotor/Fixed Wing (Paramedic and Flight Nurse Onboard)						
Mercy Air (Mesquite, NV)	(800) 222-3456	Rotor Wing (Paramedic and Flight Nurse Onboard)						
Classic Air Med (Kanab, UT) & (Page, AZ)	(800) 444-9223	Kanab- Rotor (Paramedic and Flight Nurse Onboard) Page- Rotor/Fixed Wing (Paramedic and Flight Nurse Onboard)						
Air Med (Salt Lake City, UT)	(800) 453-0120	Rotor/Fixed Wing (Paramedic/Flight Nurse/Doctor Onboard) Night Vision Capable out of SLC						
Air Rescue (Kingman and Flagstaff, AZ)	(800) 247-6337	Rotor Wing						
A Papa Alpha (Grand Canyon National Park)	(928) 856-0319	Rotor Wing (Paramedic and Flight Nurse Onboard) Short haul capability						
5. Hospitals								
Name Complete Address	GPS Datum – WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long		Travel Time (Rotor to/from Incident)		Phone	Helipad		Level of Care Facility
	Air	Gnd	Yes	No				
	Lat:							
	Long:							
	VHF:							
	Lat:							
	Long:							
	VHF:							
	Lat:							
	Long:							
	VHF:							
	Lat:							
	Long:							
	VHF:							
6. Division Branch Group		Area Location Capability						
		EMS Responders & Capability:						
		Equipment Available on Scene:						
		Medical Emergency Channel:						
		ETA for Ambulance to Scene:						
		Air:						
		Ground:						
		Approved Helispot:						
		Lat:						
		Long:						
		EMS Responders & Capability:						
Equipment Available on Scene:								

	Medical Emergency Channel:	
	ETA for Ambulance to Scene:	
	Air:	
	Ground:	
	Approved Helispot:	
	Lat:	
	Long:	
	Point of Contact:	
	EMS Responders & Capability:	
	Equipment Available on Scene:	
	Medical Emergency Channel:	
	ETA for Ambulance to Scene:	
	Air:	
	Ground:	
	Approved Helispot:	
	Lat:	
	Long:	
	ICP	Approved Helispot:
Lat:		
Long:		
Point of Contact:		
EMS Responders & Capability:		
Equipment Available on Scene:		
Medical Emergency Channel:		
ETA for Ambulance to Scene:		
	Air:	
	Ground:	
	Proposed Helispot:	
	Lat:	
	Long:	

7. Medical Emergency Procedures

LINE EMERGENCY

Crew Supervisor to contact Division/Group Supervisor with medical emergency and location.

- Division/Group Supervisor assumes or assigns Medical Incident IC.
- Medical Incident IC states the nature of emergency as a:

MEDIVAC- injury/illness that without immediate transport to a medical facility could result in serious complications and/or death.
OR

MEDICAL TRANSPORT- injury/illness that requires assistance and/or transport from the line, but is deemed at the time of assessment not to require immediate transport to a medical facility.

► Medical Incident IC transmits the MEDICAL INCIDENT REPORT (BACK OF ICS 206 WF) over **COMMAND CHANNEL** ◀

- Medical Unit Leader will notify:
 - Safety Officer
- Medical Unit Leader will contact **Color Country Dispatch** to order appropriate medical response.
- Safety Officer will notify:
 - Incident Commander
 - Operations
 - Finance/Comps Claims
- Operations will support medical and transportation needs.
- Safety Officer and Incident Commander will ensure that the above are implemented and/or addressed.

BASE CAMP EMERGENCY

Contact **Medical Unit Leader** with patient complaint/condition and location. Medical Unit/Staff will respond to stabilize incident and order appropriate medical response.

- Medical Unit Leader will contact:
 - Safety Officer
- Safety Officer will Contact
 - Incident Commander
 - Finance/Comps/Claims
 - Operations (if necessary for support)

8. Prepared By (Medical Unit Leader)	9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time

Actual or potential evacuations are a priority during incident operations. Evacuations are the responsibility of the Appropriate Law Enforcement Agency— reference Color Country Evacuation Plan. In Utah, the authority to lawfully order evacuations lies with the Chief Elected Official such as the Chair of a County Commission or Mayor as described in 63K-4-202 of the Utah Code. If the elected officials are not reasonably available, the Chief law enforcement officer such as the Sheriff or Police Chief has the authority to issue an evacuation for up to 36 hours. The County Sheriffs Department, CCIFC, Southwest State of Utah FMO, and District Fire Warden must be immediately notified of a impending evacuation. Evacuation should be coordinated through the on scene IMT, Sheriffs Department, and District Fire Warden and local fire agencies. The IC should coordinate the best notification and pre-warning for potential evacuation needs with these entities. The IC may want to appoint an Evacuation Group Supervisor/designated individual to coordinate evacuation efforts. The Evacuation Group Supervisor shall report to the OSC. The Evacuation Group Supervisor or IC will work closely with local law enforcement, fire departments, and emergency managers.

Evacuation Duties/Responsibilities

- Coordinate with County Local Law Enforcement Authority and Emergency Management Staff
- Coordinate with local Fire Department
- Coordinate with affected Divisions or Groups
- Develop and communicate trigger points to initiate evacuation. Plan well ahead of expected need.
- Determine time frames to accomplish evacuation.
- Consider using aircraft to assist in locating hidden homes.
- Order additional resources to assist with evacuation (i.e. police, VFD's, local agencies).
- Fire Area:
 - Close off area to public using local law enforcement
 - Watch for unwanted spectators.
 - Identify street address if not listed.
- Evacuees:
 - Ask residents to not lock their doors, leave outdoor lightning on.
 - Know a location to send evacuees. Work with the Local Law Enforcement Authority to establish the liaison for this if possible.
 - Note hazardous materials around structures.
 - Consider livestock and pet evacuation.
 - Document residents who refuse to leave the area.
- Traffic
 - Develop and communicate a traffic plan.
 - Turn traffic control over to law enforcement.
 - Consider alternatives to evacuation down narrow roads.
 - Note weight limits on roads and bridges.
 - Advise other units of routes and conditions.
- Remain mobile.
- Document each address contact made.

Update supervisor of progress and needs frequently.

TEAM ROSTER**APPENDIX K**

	Color Country Type 3 IMT #1 - Peterson	Color Country Type 3 IMT #2 – Henrie
ICT3	Shawn Peterson	Chris Henrie
SAFETY (SOFR)	Steve Barker(T)	Gregg Christensen Wayne Peterson(T)
OPERATIONS	Clair Jolley Jeremy Bradley(T)	Trevor Pollock Chance Stewart(T)
FINANCE	Lisa Church Callie Goff(T)	Connie Murdock Laura Schrage(T)
LOGISTICS	Steve/Jake Dodds	Randy Peterson Travis Carlson(T)
PLANNING	Rich Jaros Brian Tritle(T) Fred Armstrong (T)	Paul Hancock Adam Howes(T)
LINE SUPERVISION	Bryce Schear Korby Fraughton Micah Suwyn	Corey Wood Derek Barton Dameon Julander
Medical	Jeffrey Hunt/Andres Ojeda (T) (shared) Megan Saylor (T)	Jeffrey Hunt/Andres Ojeda (T) (shared) Megan Saylor (T)

ALTERNATES

Operations	Logistics	Safety	ICT3 Trainee List
		Ryan Riddle	Chet Hatch
		Joe Harris	Nick Howell
Line Supervision	Plans		Jeremy Bradley
Courtney Christensen	Evan Boshell		Dameon Julander
	Jan Passet		Greg Martin
	Joe Harris		Joe Harris
			Trevor Pollock
			Chance Stewart
			Steve Barker
			Micah Suwyn

2016 TYPE III TEAM ROTATION**APPENDIX L**

Alert Dates	Team Name	Team Name
Activation Order	First Out	Second Out
May 6 – May 19	Team 1 (Peterson)	Team 2 (Henrie)
May 20 - June 2	Team 2 (Henrie)	Team 1 (Peterson)
June 3 - June 16	Team 1 (Peterson)	Team 2 (Henrie)
June 17 - June 30	Team 2 (Henrie)	Team 1 (Peterson)
July 1 – July 14	Team 1 (Peterson)	Team 2 (Henrie)
July 15 - July 28	Team 2 (Henrie)	Team 1 (Peterson)
July 29 – Aug 11	Team 1 (Peterson)	Team 2 (Henrie)
Aug 12 –Aug 25	Team 2 (Henrie)	Team 1 (Peterson)
Aug 26– Sep 8	Team 1 (Peterson)	Team 2 (Henrie)
Sep 9 - Sept 22	Team 2 (Henrie)	Team 1 (Peterson)

SUPPLY ORDER FORM**APPENDIX M****COLOR COUNTRY SUPPLY ORDER FORM 1-31-16**

Incident Name	Incident Number	Management Code	Order #
DATE & TIME ORDER WAS PLACED	DATE & TIME NEEDED	LOCATION & TIME FOR DELIVERY	

ORDER REQUESTED BY:

ORDER RECEIVED BY:

ORDER TO BE DELIVERED BY (SEND COPY OF ORDER TO INCIDENT):

#	ITEM	NFES#	AMOUNT	#	ITEM	NFES#	AMOUNT
1	Meals - Breakfast Hot/Cold	R/V		31	Mop Up Kit (3 wand)	000772	
2	Meals - Lunches Hot/Cold	R/V		32	Backpack Pump Complete	001149	
3	Meals - Dinners Hot/Cold	R/V		33	Backpack Pump Wand	000151	
4	MRE-Meals Ready to Eat	001842		34	Hose-3/4" 50 Ft synthetic	001016	
5	Strip Food Box			35	Hose-1" 100 'npsH synthetic	001238	
6	Cook Kit			36	Hose-1 1/2" 100 ' NH synthetic	001239	
7	Dinner Ware Kit (25 person)	000135		37	Increaser-3/4"x 1"	002235	
8	Garbage Bag-Large(Black)			38	Increaser-1"x 1 1/2"	000416	
9	Water-5 Gal. Cubies	000048		39	Reducer 1"x 3/4 "	000733	
10	Bottled Water (case)			40	Reducer-1 1/2"x 1 "	000010	
11	Sport Drink (case)			41	Reducer-2" x 1 1/2"	000417	
12	Coffee			42	Reducer-2 1/2"x 2"		
13	ICE 8 or 10 lb (bags)			43	Reducer-3" npsH X2 1/2"nh	000685	
14	Cooler			44	Gated "Y"-3/4"	000904	
15	AA Batteries-Flat	000030		45	Gated "Y"-1"	000259	
16	AAA Battery	000700		46	Gated "Y"-1 1/2"	000231	
17	C cell Battery	000834		47	Shut-off Valve-3/4"	000835	
18	D cell Battery	000033		48	Shut-off Valve-1"	001201	
19	SAT Phone			49	Shut-off Valve-1 1/2"	001207	
20	Signal Mirror	001138		50	In-line Tee 1 1/2x 1 1/2 x 1	000731	
21	Tool-Shovel	000171		51	Nozzle-3/4"	000136	
22	Tool-Pulaski	000146		52	Nozzle-1" KK Alum.	001081	
23	Tool-Combi	001180		53	Nozzle-1 1/2" KK Alum.	001082	
24	Tool-McLeod	000296		54	Mark III Portable Pump Only	000148	
25	Tool-Felling Axe 3-5 lb	000383		55	Portable Pump - Other		
26	Sigg Bottle	001535		56	Mini Mark Portable Pump Only	000124	
27	Dolmar	000741		57	Mark III Portable Pump Kit	003870	
28	Fuel - Diesel (5 Gallon)			58	Adaptor 1 1/2 F NH x 1 1/2 M NPSH	000006	
29	Fuel - Gasoline (5 Gallon)			59	Adaptor 1 1/2 M NH x 1 1/2 F NPSH	000007	
30	Safety Can (5 Gallon)	000606		60	Valved Tee 1 1/2 X 1 1/2 x 1	000230	

#	ITEM	NFES#	AMOUNT	#	ITEM	NFES#	AMOUNT
61	File-Flat 8"	000351		103	Pumpkin (6000 gal.)	006031	
62	File-Flat 10"	000060		104	Pumpkin (5000 gal.)	006030	
63	File-Flat 12"	001059		105	Pumpkin (3000 gal.)	000568	
64	File Handle Small	000358		106	Pumpkin (1800 gal.)	000668	
65	File Handle Large	000063		107	Pumpkin (1500 gal.)	000589	
66	Sleeping Pad	001566		108	Folding Tank (1000 gal.)	000661	
67	Sleeping Bag - Warm	001062		109	Folding Tank (1500 gal.)	000664	
68	Sleeping Bag - Cold	000022		110	Class A Foam 5 gallons	001145	
69	Light Sticks - 12 hr	003009		111	Cargo Net 6000 LB	000458	
70	Tent-2 person	000077		112	Cargo Net 3000 LB	000531	
71	Belt Weather Kit	001050		113	Cargo Net 300 Lb	000795	
72	Headlamp (5 AA Yellow)	000667		114	Lead Line	000529	
73	Headlamp (AA LED)	000713		115	Swivel 3000 Lb	000526	
74	Safety Glasses			116	Swivel 6000 Lb	000286	
75	Nomex Pants (Green BDU)			117	55 Gallon Blivet (yellow)	000437	
76	Nomex Shirt (yellow)			118	75 gallon Blivet (orange)		
77	Gloves, Leather S	001294		119	Fusees (case)	000105	
78	Gloves, Leather M	001295		120	Drip Torch	000241	
79	Gloves, Leather L	001296		121	Toilet Paper (roll)	000142	
80	Gloves, Leather XL	001297		122	Disposable Wash Cloth	000296	
81	Ear Plugs	001027		123	Bath in a Box	000712	
82	Fiber Tape (roll)	000222		124	Bath Towel Paper	000142	
83	Flagging (roll) Pink	002401		125	Trash Bag 33 gal.{ clear (box)	000021	
84	Flagging (roll) Orange	002398		126	Tent Fly with poles		
85	Flagging (roll) Lime Green	002396		127	Parachute Cord - 100ft	001041	
86	Flagging (other)			128	Plastic Sheeting Clear 16x100	000143	
87	Flagging Perimeter Pennenants	000534		129	Rags Wiping Cloth	000565	
88	Saw Bar (specify length/make)			130	Rags, Wiping, Disposable	007139	
89	Saw Chain-(specify length)			131	Tarps (Specify Size)		
90	Spark Plug (Brand)			132	Nuun (tube)		
91	Air Cleaner (Saw Model)			133	Wash Basin	000126	
92	2 Cycle Mix Oil	003444		134	Paper Towels Rolls		
93	Bar Oil (Gallon)	001880		135	Porta-Potty		
94	Felling Wedge (specify)	002725		136	Hand Wash Station		
95	File-round 7/32"	000345		137	Trash Can		
96	Chain Saw Kit	000340		138	Propane Tank	000491	
97				139	Propane heater		
98	BIG ASS Cooler			140	Trash Back Haul		
99				141	Hand Soap		
100				142			
101				143			
102				144			